



Department of Energy
Washington, DC 20585

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TO: PROGRAM RECORDS OFFICIALS

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SUBJECT: NUMBERED MEMORANDUM RM 07-17, EGOVERNMENT
INTERNAL SCORECARD FY 2007, THIRD QUARTER

Attached is the internal scorecard for the third quarter of FY 2007. By this time, the identification of all information systems and their applicable disposition schedules should be identified and submitted to this office on the e-template provided in Quarter 1 or a work plan for completion of this requirement submitted to this office.

The third quarter action requires a list of the systems for which no disposition schedules could be identified. The e-template previously provided can be used to list the applicable systems and the appropriate status ("Unscheduled") marked accordingly.

Program Records Officials (PRO) and, where applicable, Records Management Field Officers (RMFO) should continue to work with their organization's Information Technology (IT) Council representative or IT point-of-contact to identify information systems and system owners to complete the requirements for this quarter. A list of the IT Council members by organization were provided as an attachment to numbered memo 07-04, dated January 12, 2007.

Please submit your response (including "negative" where appropriate) to Brandy Freeman at brandy.freeman@hq.doe.gov by May 25, 2007. If you have questions, please contact Brandy on 301-903-1454.

Attachment
Q3 Scorecard Criteria

